

YP-CDN
Young Professionals
Chronic Disease Network

Vacancy: Secretary & Legal Counsel, Board of Directors

About

The Young Professionals-Chronic Disease Network (YP-CDN) is a global health and social justice nongovernmental organization (NGO) working at global and local levels, founded in 2010 and legally established in the U.S. in 2014. YP-CDN has three domains of work: advocacy, capacity building of our members, and community-building. We aim to catalyze social and political change by targeting non-communicable diseases (NCDs)--a cause and consequence of poverty and inequity. Our mission is to mobilize young leaders to take action on the growing and unjust burden of NCDs worldwide. Our vision is to create a generation of change: a world where all people have the opportunity to lead healthy, productive lives.

Primarily, YP-CDN invests in the next generation of health leaders by equipping them with the knowledge, skills, networks, experiences and platform they need to create NCD policy and social change. As a multidisciplinary global network, YP-CDN brings together over 6,000 young professionals online through our social networking platforms and hundreds of members in-person through 9 local advocacy chapters. Our board of directors oversees governance, and the executive team have led advocacy, network growth and programming.

We are offering a strong opportunity with a globally respected organization with high-integrity. We are re-shaping the strategy for an impactful organization that reaches talented emerging leaders all over the world.

Role Objective

We are looking for a highly qualified professional to work with our Board and Executive Director to oversee the legal aspects of our non-profit organization in the United States. The Secretary will lead efforts to guarantee that the organization strictly follows required guidelines and will give legal advice to the leadership about all relevant issues. The successful candidate will effectively ensure legal conformity and minimize probability of exposure.

Remuneration: The role of Secretary & Legal Counsel is not accompanied by any financial remuneration, although expenses for travel may be covered.

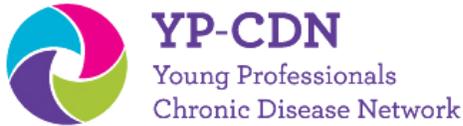
Location: Anywhere

Time commitment: 6-8 Board meetings per year; Approximately 8 hours per month to deliver on responsibilities; The Chair is also expected to have regular meetings with the Executive Director and President, and also represent the organization at various events and meetings with key stakeholders.

Reporting to: The Board of Directors

Responsibilities

- Give accurate and timely counsel to the Board of Directors in a variety of legal topics (labor law, partnerships, international ventures, corporate finance etc.



- Specify internal governance policies and regularly monitor compliance
- Research and evaluate different risk factors regarding business decisions and operations
- Monitoring and completion of regular Board Meeting Minutes
- Liaising with other necessary hired legal counsel and accountants
- Building Board capacity to comply with necessary policies

SPECIFIC RESPONSIBILITIES:

- Draft and solidify agreements, contracts and other legal documents including memoranda of understanding to ensure the organization's full legal rights
- Communicate and negotiate with external parties (regulators, external counsel, public authority etc.), creating relations of trust
- Apply effective risk management techniques and offer proactive advise on possible legal issues
- Deal with complex matters with multiple stakeholders and forces
- Provide clarification on legal language or specifications to everyone in the organization
- Conduct your work with integrity and responsibility
- Maintain current knowledge of alterations in legislation
- Assist with ad-hoc board duties as they arise

The candidate should:

- Have proven experience as a legal counsel in fast-paced environments
- Demonstrated ability to create legal defensive or proactive strategies
- High degree of professional ethics and integrity
- Sound judgment and ability to analyze situations and information
- Outstanding communication skills
- J.D. Degree and at least 1 year of practical experience

Term

The YP-CDN Chair (and board members) will serve a two-year term to be eligible for re-appointment for additional terms.